

## **RESOLUTION NO. 2008-43**

**A RESOLUTION,** amending prior Resolution No. 2008-10, and any amendments thereto pertaining to the Ninth Street Alternatives Project and Assistance Grant Program Guidelines.

**WHEREAS,** notice of eviction was given on September 30, 2006 to residents of the Ninth Street Mobile Home Park (the "Park") requiring them to relocate not later than September 30, 2007, due to a sale of the Park;

**WHEREAS,** grants in the amount of \$240,000 and \$150,000 were secured from the City of Wenatchee Low-Income Housing Funds and the Chelan-Douglas Homeless Housing Funds, of which \$364,000 is available for direct assistance to the residents of the Park;

**WHEREAS,** the City Council of the City of Wenatchee passed Resolution No. 2007-13 adopting the Ninth Street Alternatives Project and Assistance Grant Program Guidelines, which was subsequently modified by Resolution No. 2007-47 and Resolution No. 2008-10;

**WHEREAS,** after receiving feedback from implementation of the program, the City Council finds that changes to the program guidelines are desirable to achieve the goals of the program.

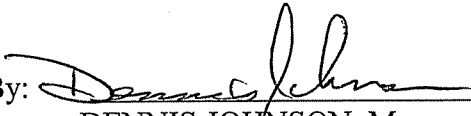
**NOW, THEREFORE,** be it resolved by the City Council of the City of Wenatchee as follows:

**SECTION I.**

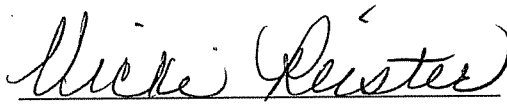
The Ninth Street Alternatives Project and Assistance Grant Program Guidelines as previously adopted in Resolution 2008-10, and any amendments thereto, shall be and hereby are amended as set forth on Exhibit "A" attached hereto.

**PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE**, at a regular hearing thereof this 22 day of May, 2008.

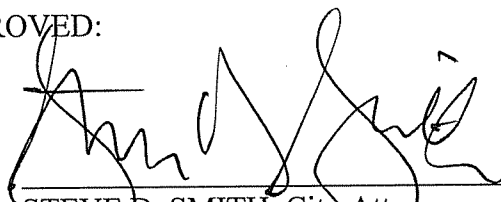
CITY OF WENATCHEE, a Municipal  
Corporation

By:   
DENNIS JOHNSON, Mayor

ATTEST/AUTHENTICATED:

By:   
VICKI REISTER, C.M.C.  
City Clerk

APPROVED:

By:   
STEVE D. SMITH, City Attorney

CITY OF WENATCHEE  
NINTH STREET PARK ASSISTANCE PROGRAM

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## Program Guidelines

March 2008

EXHIBIT A

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## I. Purpose

The Ninth Street Park Assistance Program, henceforth referred to as "the program", was developed as a result of the impending closure of the Ninth Street Mobile Park, henceforth referred to as "the park". Notice of closure was issued to park residents and posted on September 30, 2006. The final date to evict the park will be no earlier than September 30, 2007. There are three primary purposes for the Ninth Street Park Assistance Program in Wenatchee:

- 1) Assist renters who will move to another rental unit or owners who will lose their current home due to the inability of their unit to be moved due to age, renovations, health and safety issues, Uniform Building Code deficiencies, or condition of their current home.
- 2) Reduce the impact for owner-occupied housing units within the park to assist with the upfront costs for ~~moving, relocation and/or demolition~~.
- 3) Provide down payment assistance to owner or renter park residents who qualify to purchase another manufactured, modular or site built home due to the loss of their current unit.

Ninth Street Mobile Home Park residents were issued a closure notice on September 30, 2006 due to the sale of the park. As of ~~March~~ May 2008, ~~24~~ 37 units have relocated or are being demolished. There are approximately ~~49~~ 36 remaining residential households which will be displaced due to the park closure. ~~Of the 49 units, approximately 38 are owner-occupied and approximately 11 are renter-occupied.~~

## II. Objectives

- Improve the health and safety condition of housing for very low-, low- and moderate-income households in the park.
- To provide safe and sanitary housing conditions for very low-, low- and moderate-income households in the park.
- To improve housing options or conditions for households residing within the Ninth Street Mobile Home Park.
- To provide financing assistance to very low-, low-and moderate-income persons in the park who are unable to wait for state Mobile Home Relocation Assistance reimbursement when available, which is projected to be 14 months as of 2/2008.
- To provide rental relocation assistance to very low-, low-and moderate-income households in the park by covering the entry rental fees of first, last, and deposit.
- To improve home ownership success for very low-, low-and moderate-income households in the park through down payment assistance, mentorship and other program referrals.

These objectives will be met by following the established policies and procedures as described herein.

### **III. Rental Assistance Program**

To be eligible for Ninth Street Park Assistance Program, residents shall meet the following criteria:

#### ***A. Resident Interest***

The Applicant must be the current renter or homeowner occupant of the unit in the Park and have been a resident of the park at the time the closure notice was issued on September 30, 2006.

#### ***B. Income Eligibility***

All park residents served with the closure notice are eligible regardless of income. In the case of rental assistance, preference will be given to applicants with a gross family income of no more than 50% of the Chelan County median income based on family size. Income limits are set by H.U.D. and are updated annually. See Appendix "A" for current income eligibility data.

#### ***C. Asset Limitation***

Assistance shall be provided to eligible households regardless personal asset values.

#### ***D. Eligible Rental Assistance***

Rental residents or homeowner's are eligible for rental assistance to cover first month, last month and damage deposits up to \$1,500.00. Relocating renters or owners may qualify under different programs depending on family make-up or occupation. The relocating renter or occupant must successfully complete appropriate paperwork as required by Chelan Douglas Community Action Council (CAC), Opportunities Industrialization Center (OIC), or the Housing Authority of Chelan County and the City of Wenatchee.

#### ***E. Property Eligibility***

- The proposed rental structure and/or property must be in compliance with city and county zoning ordinances for residential use and must be free of refuse and clutter.
- The unit must be a permanent habitable structure that is economically feasible for occupancy.
- ~~• Property must be located in incorporated or unincorporated areas within Chelan or Douglas Counties.~~

#### ***F. Maximum Grant Amounts***

The maximum rental assistance amount shall be as follows:

Rental Assistance Grant

- First, Last & Deposit ..... \$1,500

***G. Procedure For Rental Assistance Program***

**1. If moving to a rental unit located in any incorporated city or unincorporated land in Chelan or Douglas Counties**

a) For the Rental Assistance Application for first, last, and damage deposit, complete required paperwork at:

**(1) Chelan Douglas Community Action Council (CAC)**

620 Lewis Street, Wenatchee WA (509) 662-6156

**(2) Or if you work in AGRICULTURE** or a seasonal or migrant agricultural job, go to:

Opportunities Industrialization Center (OIC)

215 Bridge Street, Wenatchee WA (509) 665-6605

**(3) To get rental assistance on your monthly rent,** go to

Housing Authority of Chelan County & City of Wenatchee

1555 South Methow St., Wenatchee WA (509) 663-7421

## **IV. Owner Occupied Relocation & Demolition Assistance**

To be eligible for Ninth Street Park Relocation Assistance Program, owner occupied residents shall meet the following criteria:

### **A. Resident Interest**

The Applicant must be the current owner/occupant or purchaser/occupant of the unit and have been a resident owner/occupant or purchaser/occupant of the park at the time the closure notice was issued on September 30, 2006.

### **B. Income Eligibility**

All park residents served with the closure notice are eligible regardless of income. Preference will be given to applicants with a gross family income of no more than 80% of the Chelan County median income based on family size. Income limits are set by H.U.D. and are updated annually. See Appendix "A" for current income eligibility data.

### **C. Asset Limitation**

Assistance shall be provided to eligible households regardless of personal asset values.

### **D. Relocation Assistance**

Resident-owned units, which are structurally eligible for relocation to another park or land, may access funds for moving, and/or relocation provided that a qualified certified mover or installer is utilized. If a unit cannot be moved, due to condition of the unit or its structural suitability to move, the resident may access funds for demolition of the unit or for demolition of the additions to the unit rental or down payment assistance.

The Washington State Office of Manufactured Housing (OFM) Relocation Assistance Program provides relocation assistance to evicted park residents. OFM allows reimbursement of direct costs of up to \$7,500 for a singlewide and up to \$12,000 for a doublewide. Due to the high demand the OFM funds, reimbursement may not be available until 2009 or later. The local program will loan the resident those funds up to the program maximum of up to \$7,500 for a singlewide and up to \$12,000 for a doublewide, which will then be repaid from the state funds when they become available.

### **E. Requirements for Direct Payment**

The following additional requirements must be met in order for the City to process payment directly to firms/companies performing relocation/demolition services:

- The homeowner/firm shall demonstrate that the firm is a licensed general contractor and/or otherwise qualified to perform described services.
- A contract shall be signed between the homeowner and firm detailing the scope and cost for services. The scope of work for the structure relocation/demolition



shall include removing all personal property items and demolition debris from the premises (such as stairs, awnings, insulation, and storage sheds).

- Prior to processing payment of any invoice by the City, the invoice shall be signed and submitted by the homeowner/applicant, authorizing the City to make payment on their behalf.

#### ***F. Maximum Loan Amounts***

The maximum relocation loan amount shall be as follows:

##### ***Relocation, Moving & Demolition Loan***

- Singlewide Unit ..... \$7,500
- Doublewide Unit ..... \$12,000

#### ***G. Procedure For Moving From One Location To Another***

##### **1. If moving unit to a site that is located in unincorporated land in Chelan or Douglas Counties**

- a) Complete Mobile Home Relocation Assistance Application  
To have the relocation costs paid
- b) County Treasurers Office  
Chelan County, 350 Orondo Ave, Wenatchee  
Douglas County, 140 19<sup>th</sup> St NE, East Wenatchee
  - (1) Get Moving Permit (no permit cost)
  - (2) List current location and new location
  - (3) Personal property taxes need to be current or paid at that time
- c) County Public Works Office  
Chelan County, 316 Washington St, 3<sup>rd</sup> Floor, Wenatchee  
Douglas County, 140 19<sup>th</sup> St NE, East Wenatchee
  - (1) Get County Trip Permit - Douglas Co. \$25 / Chelan Co. Varies
  - (2) List current location and new location
  - (3) No permit may be required, however Public Works must be notified of the new location
- d) County Office of Community Development  
Chelan County, 316 Washington St, 3<sup>rd</sup> Floor, Wenatchee  
Douglas County, 140 19<sup>th</sup> St NE, East Wenatchee
  - (1) Get County Building Permit
  - (2) Will need the application & the checklist
  - (3) Cost is \$50.00 plus \$240.00 if placed on a pad
    - (a) Cost is \$50.00 plus \$200.00 if on blocks
- e) Chelan Douglas Health District Office  
Either County, 200 Valley Mall Pkwy, East Wenatchee

or call (509) 886-6450

(1) Get proof of septic & water at new location

(2) In the event the water or sewer has been inactive for four years or more, new inspections may be required

f) City of Wenatchee Public Works Dept.

25 N. Worthen St, Wenatchee 509-664-3360

(1) Get City ROW Permit to move a building on city roads.

**\*\*Responsibility of the certified transporter\*\***

g) Washington Dept of Transportation

2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803

or for oversize loads (360) 704-6340

(1) Get Trip or Oversize Permit, \$10 - \$75

**2. If moving unit to a site that is located within City of Wenatchee**

a) Rules for relocating home within the City of Wenatchee

(1) Any manufactured home may go into an approved manufactured home park, their covenants permitting.

(2) Any manufactured home placed on a single building lot within the city of Wenatchee must be a new doublewide, not previously owned, no more than three years old, and placed on a permanent foundation.

b) Complete Mobile Home Relocation Assistance Application

(1) To have the relocation costs paid

c) City of Wenatchee Community Development

25 N Worthen, Wenatchee, WA (509) 664-3391

(1) Get City Building Permit For Manufactured Homes, \$265

(a) Need a "site map" with location of home on lot

(b) Need "Blocking or Foundation Plan"

(c) Need copy of title with legal owner of unit

d) City of Wenatchee Public Works Dept.

25 N. Worthen St, Wenatchee 509-664-3360

(1) Get City ROW Permit to move a building on city roads.

(2) In the event the water or sewer has been inactive for four years or more, new inspections may be required

(a) City Water Inspection, \$800

(b) Sewer Inspection, \$560

**\*\*Responsibility of the certified transporter\*\***

e) Washington Dept of Transportation

2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803

or for oversize loads (360) 704-6340  
(1) Get Trip or Oversize Permit

**3. If moving unit to a site that is located within City of East Wenatchee**

- a) Rules for relocating home within the City of East Wenatchee
    - (1) Any manufactured home may go into an approved manufactured home park, their covenants permitting.
    - (2) Any manufactured home placed on a single building lot within the city of East Wenatchee must contain at least 960 square feet which is the smallest doublewide, have a roof pitch of not less than two feet of rise, and shall bear the HUD insignia of inspection and approval as required of all units manufactured since 1976. Check with the city for other applicable rules.
  - b) Complete Mobile Home Relocation Assistance Application
    - (1) To have the relocation costs paid
  - c) City of East Wenatchee Planning & Building Dept.  
271 9<sup>th</sup> Street NE, East Wenatchee, WA (509) 884-1796
    - (1) Get City Building Permit, Cost \$79.50
      - (a) Need a "site map" with location of home on lot
      - (b) Need "Blocking or Foundation Plan"
      - (c) Needs copy of title with legal owner of unit
      - (d) If hooking up to sewer, contact Douglas County Sewer District, 692 Eastmont Avenue, E. Wenatchee, Cost \$25 hook-up fee and inspection
  - d) Dept of Labor & Industries  
519 Grant Road, East Wenatchee,  
or call (509) 886-6500 or (800) 292-5920
    - (1) Get "Fire Safety Inspection Permit"
      - (a) Prior to move, need to pass the "Pre-Inspection Fire Safety Checklist" for Manufactured Homes
      - (b) Permit cost \$95.40 and \$58.40 for each re-inspection.
  - e) City of Wenatchee Public Works Dept.  
25 N. Worthen St, Wenatchee 509-664-3360
    - (1) Get City ROW Permit to move a building on city roads.
- \*\*Responsibility of the certified transporter\*\**
- f) Washington Dept of Transportation  
2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803  
or for oversize loads (360) 704-6340
    - (1) Get Trip or Oversize Permit

**4. If moving unit to a site that is located within any other city or unincorporated county in Washington State**

- a) Complete Mobile Home Relocation Assistance Application
  - (1) To have the relocation costs paid
- b) Contact the city's Planning & Building Dept. to get permits
- c) City of Wenatchee Public Works Dept.  
25 N. Worthen St, Wenatchee 509-664-3360
  - (1) Get City ROW Permit to move a building on city roads.

***\*\*Responsibility of the certified transporter\*\****

- d) Washington Dept of Transportation  
2850 Euclid Ave, Bldg. B, Wenatchee WA (509) 667-2803  
or for oversize loads (360) 704-6340
  - (1) Get Trip or Oversize Permit

**5. If a unit was purchased since the closure notice was issued on September 30, 2006**

- a) New owner may not be eligible for Mobile Home Relocation Assistance through Washington State or through the City of Wenatchee
- b) New owner may be subject to Fire Safety requirements of the jurisdiction conducted by Dept of Labor & Industries  
519 Grant Road, East Wenatchee,  
or call (509) 886-6500 or (800) 292-5920
  - (1) Get "Fire Safety Inspection Permit"
    - (a) Prior to move, need to pass the "Pre-Inspection Fire Safety Checklist" for Manufactured Homes
    - (b) Permit cost \$95.40 and \$58.40 for each re-inspection.
- c) New owner should follow procedures above for relocation instructions

**~~H.Procedure For Demolition Of Mobile Home Or Abandoning Home~~**

**~~1.Complete Mobile Home Relocation Assistance Application~~**

- ~~a)To have the demolition costs paid~~
- ~~b)The City does not require a Demolition Permit~~

**~~2.If Unit To Be Demolished Contains Asbestos~~**

- ~~a)Complete Asbestos Demolition/Renovation Notification Form~~

~~Mail to Dept. of Ecology, 15 W. Yakima Ave. Suite 200, Yakima, WA  
98902-3401~~

~~(1) No Cost~~

~~3. To remove the Personal Property Liability~~

- ~~a) Take the current title, write "demolished" on the face of the title~~
  - ~~b) Mail the title to Department of Licensing, P.O. Box 2957, Olympia,  
Washington~~
  - ~~c) If title is lost, go to Chelan County Auditor's Office, 350 Orondo Ave,  
Wenatchee~~
- ~~(1) Request a replacement title - Cost \$9.00~~

~~*Note: If title is not sent to Department of Licensing, the owner will continue to  
receive tax assessments on their unit.*~~

## **V. Down Payment Assistance Program**

Owner residents' may choose to seek out another manufactured, modular or site built unit to purchase. Some renter residents may choose to move into homeownership as a result of the recent park closure. Columbia Valley Housing Association (henceforth referred to as CVHA) shall be contracted through the City of Wenatchee to administer the Down Payment Assistance Program. CVHA's Home Buyer Assistance Program will have the responsibility of the Down Payment Assistance Program in its entirety. CVHA shall have full discretion of applicant approval, terms and conditions of the loan, and establishing repayment schedules.

The State Mobile Home Relocation Assistance and the City's Mobile Home Relocation Assistance are only eligible to homeowner residents of the Ninth Street Park at time of park closure notice. If a renter resident purchases an existing unit within the closing Ninth Street Park, at the discretion of CVHA, the buyer may be eligible for the Down Payment Assistance Program. The buyer would not be eligible for State Mobile Home Relocation Assistance or the City's Mobile Home Relocation Assistance. Additionally since the buyer was not the owner resident at time of closure notice, the unit may be required to meet the jurisdictions' fire safety requirements and applicable inspections by Labor & Industries Fire Safety Checklist.

To be eligible for Ninth Street Park Down Payment Assistance Program, owner occupied or renter residents shall meet the requirements set forth in this section and as established by CVHA:

### ***A. Resident Interest***

The Applicant must have been a resident renter, owner/occupant or purchaser/occupant of the park at the time the closure notice was issued on September 30, 2006.

### ***B. Income Eligibility***

All park residents served with the closure notice are eligible regardless of income. Preference will be given to applicants with a gross family income of no more than 80% of the Chelan County median income based on family size. Income limits are set by H.U.D. and are updated annually. See Appendix "A" for current income eligibility data.

### ***C. Asset Limitation***

Assistance shall be provided to eligible households regardless of personal asset values.

#### ***D. Home Ownership Opportunities***

Some current resident-owned units may not be eligible for relocation due to condition of the unit or its structural suitability to move. Other owner residents' may choose to seek out another manufactured, modular or site built unit to purchase. Some renter residents may choose to move into homeownership as a result of the recent closure. All residents of the Park are eligible to apply to CVHA as a potential new homeowner for up to \$5,000 of Down Payment Assistance.

Purchase of an existing unit within the closing Ninth Street Park may be eligible for the Down Payment Assistance Program but would not be eligible for State Mobile Home Relocation Assistance or the City's Mobile Home Relocation Assistance. CVHA shall have full discretion of applicant approval for purchases made with the Down Payment Assistance Program.

If the amount needed for the purchase is over the \$5,000 assistance limit provided in this program, the new owner applicant must seek other funding through public entities, non-profits or private financial institutions.

#### ***E. Home Owner Classes***

The potential new owner must successfully complete a First Time Home Buyer Class as required by the Columbia Valley Housing Association's Home Buyer program(s). A private financial institution, a non-profit entity, or a public agency may provide classes as approved by CVHA. If a class is not immediately available, the new homeowner will be required to attend the next available First Time Home Buyer Class.

#### ***F. Home Owner Property Eligibility***

- Manufactured, modular or site built homes qualify as eligible structures through this program. Preference will be given to units, which include the ownership of the land where the structure is located.
- Units built prior to 1976 came under stringent federal regulation by the pre-emptive "Manufactured Home Construction and Safety Standards" known as the HUD Code. The Down Payment Assistance Program may not be used for the purchase of a unit built prior to 1976.
- The structure proposed for purchase and/or property must be located in incorporated or unincorporated Chelan or Douglas Counties.
- The structure proposed for purchase and/or property must be in compliance with city and county zoning ordinances for residential use and must be free of refuse and clutter.
- The unit must be a permanent habitable structure that is economically feasible for occupancy or, if not, to rehabilitate.

***G. Maximum Loan Amount***

The maximum Down Payment Assistance loan amount shall be as follows:

- Homeownership Down Payment Assistance Loan      \$5,000

***H. Procedure For Down Payment Homeownership Assistance***

- 1. Complete CVHA Homeownership Program Application**
  - a) Columbia Valley Housing Association  
1555 South Methow Street, Wenatchee, WA 98801
- 2. Contact A Financial Institution or Mortgage Broker, If Applicable**
  - a) Get loan amount pre-approval
- 3. Look for home to purchase**
  - a) Find home for sale in your price range



## VI. Loan & Grant Terms

### A. Loan Terms

#### 1. General Conditions

- a) Rental Assistance is provided as a grant and need not be repaid.
- b) Down Payment Assistance will utilize the existing parameters of CVHA's loan terms, conditions, and requirements. CVHA requires that a Deed of Trust and a Promissory Note secure all loans. The Deed of Trust shall be recorded with the County Auditor's Office. Loans shall be charged 3 percent simple interest. Income is reviewed every five (5) years to determine repayment schedules.
- c) Relocation and Demolition Assistance is provided as a loan, but need not be repaid by the homeowner. The City will submit requests for reimbursement to the Washington State Office of Manufactured Housing (OFM) Relocation Assistance Program for eligible relocation/demolition applications.
- d) Program funds are limited. The funds are available on a first come, first serve basis. Applicants are not guaranteed funding until so notified by the City of Wenatchee, Columbia Valley Housing Association, or Community Action Council.

Example 1: The park resident homeowner relocates their unit to another mobile home park. Eligible Relocation and Moving costs up to program limits are covered and 100 percent of the loan may be repaid by the Washington State OMH Relocation Assistance Program. The homeowner is responsible for costs over the program limits.

Example 2: The park resident homeowner decides to abandon their unit and files release of personal property paperwork. ~~Eligible demolition costs up to program limits are covered and 100 percent of the loan may be repaid by the Washington State OMH Relocation Assistance Program.~~ Park resident locates another home to purchase in Chelan or Douglas Counties. Down Payment Assistance up to program limits are eligible through CVHA and 100 percent of the loan must be repaid utilizing the existing parameters of CVHA's loan terms, conditions, and requirements.

Example 3: The park resident homeowner relocates their unit to another mobile home park or other property. Eligible Relocation and Moving costs do not cover the total costs for preparation of the unit for move, the transport and set-up of the unit at the new location. The resident does some of the preparation or clean-up work themselves to save money so the program limits will cover all the costs of the move. The State OMH

Relocation Assistance requires that a qualified certified mover or installer be utilized. Of the costs covered by the local program, 100 percent of the loan may be repaid by the Washington State OMH Relocation Assistance Program.

Exceptions and/or modifications to the grant or loan terms stated herein may be granted subject to review and approval by the City of Wenatchee or CVHA. The property owner shall make requests in writing for exemptions and/or modifications of loan terms stated herein.

## 2. Conditions for Immediate Repayment of a Deferred Loan

Conditions upon which the Down Payment Assistance Loan will become payable are as follows:

- SALE of property.
- TRANSFER of title (other than inheritance due to death of Participant/s).
- RENTAL or subletting of the primary house.
- CHANGE IN USE from residential to commercial.
- FAILURE TO MAINTAIN the property.
- FAILURE TO PURCHASE AND MAINTAIN Homeowner's Insurance on the property.

3. Conditions and amounts for monthly installments for repayment of the Down Payment Assistance will be established by CVHA's policies. The Down Payment Assistance loan shall be deferred for up to five (5) years and repayment contracts shall be established by CVHA.

## ***B. .Other Loan Requirements***

The following additional loan requirements must be met:

- For the duration of the loan, the Participant will be required to maintain the property to acceptable community standards as required by city or county ordinance(s).
- Prior to the approval of any loan, all junk, trash, or other items creating blight shall be removed from the outside of the premises.

## **VII. Administrative Guidelines**

The following guidelines are necessary to ensure fair treatment in the administration of the program and to comply with federal, state and local requirements.

### ***A. Code of Conduct***

The purpose of this Code of Conduct is to ensure the efficient, fair and professional administration of state grant funds in compliance with Washington State Office of Financial Management and the federal Office of Management and Budget (OMB) Circular A-102, Attachment 0, paragraph 7 and other applicable federal and state standards, regulations and laws.

This Code of Conduct applies to all appointed officials, employees or agents of the city of Wenatchee engaged in the award or administration of contracts supported by federal grant funds.

No member of the governing body, nor employees of the city and no other official of the city who exercises any functions or responsibilities with respect to the Ninth Street Park Assistance Program during his or her tenure shall have any personal or pecuniary gain or interest, direct or indirect, in any contract or subcontract or the proceeds thereof for any work to be performed in connection with activities of the Ninth Street Park Assistance Program, except as provided in applicable federal and state standards, regulations and laws.

Appointed officials, employees or agents of the city of Wenatchee shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors or subcontractors.

To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions or other disciplinary actions to be taken against the elected officials, employees or agents of the city of Wenatchee, or the contractor's, potential contractors, subcontractors or their agents.

### ***B. Affirmative Action and Equal Opportunity Requirements***

The Ninth Street Park Assistance Program (referred to as The Program) is funded in part by the Homelessness Housing and Assistance Act. The Program, as administered by the city of Wenatchee, is a state funded project requiring compliance with civil rights laws. Civil rights laws and related regulations are intended to protect individuals from discrimination on the basis of race, national origin, religion, color, sex, age, or handicap. In keeping with these requirements, the following laws and regulations will be followed:

- Civil Rights Act of 1964, Title VI 942 USC (24 CFS, Part 1): No person shall be excluded from participation in, denied program benefits of, or be subjected to discrimination based on race, color and/or national origin in regards to activities of the Ninth Street Park Assistance Program.

- Civil Rights Act of 1968, Title VIII 942 USC 3601 et seq: Prohibits discrimination on the basis of race, color, religion, sex, and/or national origin in housing activities of the Ninth Street Park Assistance Program.
- Rehabilitation Act of 1973, Section 504 (19 USC, 794): No otherwise qualified individual shall, solely by reason of his/her handicap, be excluded from participation in (including employment), denied program benefits of, or be subjected to discrimination in regard to activities of the Ninth Street Park Assistance Program.
- Housing and Community Development Act of 1974, Section 109, as amended through 1981: No person shall be excluded from participation in (including employment), denied program benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, or sex with regard to activities of the Ninth Street Park Assistance Program.
- Age Discrimination Act of 1975 (42 USV 6101 et seq.) as amended: No person shall be excluded from participation in, denied program benefits of, or be subjected to discrimination on the basis of age with regard to the activities of the Ninth Street Park Assistance Program.
- Executive Order 11063 (as amended by Executive Order 12259) (CFR part 109): No person shall, on the basis of race, color, religion, sex, or national origin, be discriminated against in housing or lending practices, with respect to residential property, in activities of the Ninth Street Park Assistance Program.
- Executive Order 11246 (as amended) Equal Employment Opportunity in Contracts and Subcontracts: No person shall be discriminated against on the basis of race, color, religion, sex, or national origin in any phase of employment during the performance of contracts and/or subcontracts in the activities of the Ninth Street Park Assistance Program.
- State of Washington RCW 49.60 (Equal Employment Opportunity): No person shall be discriminated against for reason of employment on the grounds of race, color, sex, age, or handicap.

### ***C. Grievance Procedures***

The following rights of grievance shall be available to all renters, homeowners and contractors participating in the Ninth Street Park Assistance Program:

Step #1: Contact the Director of the Wenatchee Department of Community Development and state in writing the nature of the complaint and the suggested corrective action. The Director can be reached at 509-664-3391. The Director will, within twenty (20) working days following receipt of the complaint, respond with a written statement of the Department's position, as well as steps to be taken to resolve the dispute.

Step #2: If the complainant is not satisfied with the response of the Director, a written appeal to the Mayor should be submitted within ten (10) working days following receipt of the Director's written statement. The appeal should be sent to the Mayor at P.O. Box 519, Wenatchee, WA 98807.

## VIII. Appendix

### A. Income Eligibility Data

**All park residents served with the closure notice are eligible regardless of income.**

For Down Payment Assistance and Relocation Assistance preference will be given to applicants with a gross family income of no more than 80% of the Chelan County median income based on family size.

In the case of Rental Assistance, preference will be given to applicants with a gross family income of no more than 50% of the Chelan County median income based on family size.

INCOME GUIDELINES: Each year, HUD publishes a new income eligibility table for counties within the state. Household eligibility is dependent upon the size of the household. The 2006 and 2007 income eligibility guidelines are outlined in the table below:

***Chelan & Douglas Counties – 80% of Median Income of \$53,000 (2006) & \$50,900 (2007)***

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
\$30,300	\$34,650	\$38,950	\$43,300	\$46,750	\$50,250	\$53,700	\$57,150

***Chelan & Douglas Counties – 50% of Median Income of \$53,000 (2006) & \$50,900 (2007)***

1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
\$18,950	\$21,650	\$24,350	\$27,050	\$29,200	\$31,400	\$33,350	\$35,700

## ***B. Forms, Permits, & Resources***

### Chelan County:

[http://www.co.chelan.wa.us/bl/data/building\\_permit\\_application.pdf](http://www.co.chelan.wa.us/bl/data/building_permit_application.pdf)  
[http://www.co.chelan.wa.us/bl/data/demolition\\_permit.pdf](http://www.co.chelan.wa.us/bl/data/demolition_permit.pdf)

### Douglas County:

<http://www.douglascountywa.net/departments/tls/permits/pdf/Manu-home-Garage.pdf>  
[http://www.douglascountywa.net/departments/tls/permits/pdf/demolition\\_permit.pdf](http://www.douglascountywa.net/departments/tls/permits/pdf/demolition_permit.pdf)  
<http://www.douglascountywa.net/departments/tls/pdf/SitePlanChecklistWeb.pdf>  
[http://www.douglascountywa.net/departments/tls/pdf/fee\\_schedule.pdf](http://www.douglascountywa.net/departments/tls/pdf/fee_schedule.pdf)

### City of Wenatchee:

<http://www.cityofwenatchee.com/acrofiles/Building%20Permit%20App%20revision%2010-3-05%202.pdf>  
<http://www.cityofwenatchee.com/acrofiles/DemolitionForm.pdf>

### City of East Wenatchee:

<http://www.east-wenatchee.com/images/building%20permit%20app.pdf>  
<http://www.east-wenatchee.com/images/DEMOLITION%20permit%20app.pdf>

### Dept. of Labor & Industries:

<http://www.lni.wa.gov/Forms/pdf/622011a0.pdf>

***C. Mobile Home Relocation Assistance Application***